United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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IN REPLY REFER TO:
1400-451 (953) P

October 17, 2014

EMS TRANSMISSION: 10/20/2014
Instruction Memorandum No. WY-2015-007
Expires: 9/30/2015

To: Wyoming Leadership Team

From: Associate State Director

Subject: Fiscal Year (FY) 2015 Award Ceilings

Program Area: Budget and Awards

Purpose: The purpose of this Instruction Memorandum (IM) is to establish statewide award ceilings for non-SES employees for FY15.

Policy/Action: Each District and Division is responsible for ensuring compliance with this ceiling and will be held accountable.

The Department has recently issued an award ceiling for FY15. See FY15 Award Ceiling table below.

There will be no deviation based on other factors, such as non-appropriated funds, alternative payment sources, etc.

Quality Step Increases (QSIs) and Time off Awards (TOAs) are not included in this ceiling; however, numbers of QSIs and TOAs given in FY15 cannot exceed FY10 levels. See FY 15 Time-Off (hours) and QSI limit table below.

Performance awards must be processed no later than December 31, 2014. This ceiling includes all monetary awards throughout the FY. The awards count towards the ceiling of the FY that the expense is incurred. Therefore, awards given on or after October 1, 2014, will count towards the FY15 award ceiling.

When an award is given to an employee in a different office/division, the award amount is typically charged to the award ceiling of the office/division giving the award. It is strongly recommended and a common courtesy to coordinate with the employee's supervisor before submitting the award.

The award ceilings for FY15 are shown below:

Office	FY15 Award Limit
WY910 Total*	$31,578
WY920 Total	$62,100
WY930 Total	$43,700
WY950 Total	$66,600
WYDO Total	$180,590
WYPO Total	$121,325
WYRO Total	$98,595
Total	**$604,488**

*Does not include SES award/bonus.

QSI and TOAs are allocated to the Districts and Divisions in proportion to their percentage of total statewide employees, and in accordance with guidance that states FY10 numbers are not to be exceeded.

Office	2015	
	Time-Off (hours)	QSI
WY910 Total	14	1
WY920 Total	66	1
WY930 Total	36	1
WY950 Total	84	1
WYDO Total	373	3
WYPO Total	230	2
WYRO Total	213	2
Total	**1016**	**11**

All TOAs and QSIs must be approved by the Associate State Director, prior to discussion with an employee. The Associate State Director will coordinate with the District Managers and Deputy State Directors throughout the year to discuss needs and make ceiling adjustments as necessary.

Background: Nationwide work force planning and budgetary reductions continue to limit amounts available for monetary awards.

Timeframe: This IM is effective immediately. However, the FY15 awards ceiling may be revised as new or additional direction becomes available.

Budget Impact: This policy will limit the total amount spent annually on awards. Award amounts are calculated into the $8,400 average work month costs.

Manual/Handbook Sections Affected: None.

Coordination: This process was developed in coordination with the Wyoming State Office Budget

Officer, all DSD's, DM's, and the State Human Resources Officer.

Contact: If you have any questions, please contact Missy Cook, Human Resources Specialist, at (307) 775-6352.

Signed by:
Mary J Rugwell
Associate State Director

Authenticated by:
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